

# **Lake Mills Area School District**

## **Transportation Handbook**

### **2025-2026**



Created for the Parents/Guardians and Students of the Lake Mills Area School District.

Hello LMASD Families,

The goal of the Lake Mills Area School District Transportation Department is to provide our students with a safe and secure transportation program. This goal can only be achieved through the combined efforts of our students, families, and staff.

The Transportation Handbook has information that will help our students, families, and transportation department have a successful and safe school year. Please review the important safety sections of the handbook with your child(ren).

We look forward to transporting your child(ren) to school!

Sincerely,

Brad Mosher  
Director of Transportation

## Eligibility for Student Transportation

Eligibility for District-provided transportation is limited to students who meet one or more of the following criteria:

**Note: Distance is measured from the student's home to the assigned school's front door.**

- Reside 2.0 miles or more from assigned school in a manner as required by Wisconsin Statutes.
- Reside less than 2.0 miles from school in areas that have been designated as hazardous transportation areas by the sheriff of Jefferson county and have received DPI approval as such.
- Reside within the District and have an Individual Education Program (IEP) that requires transportation services.
- Students attending private schools located within the District or up to five miles outside the District boundary lines shall be eligible for transportation privileges in the same manner as students attending the public schools. The District recognizes its legal authority to provide for parents/guardians an alternative transportation contract per State Statute 121.54, 121.55 and 121.555 where it is in the best interest of the District.
- Students on field trips or co-curricular events sponsored by the Lake Mills Area School District.

In the case of dead end roads, the Director of Transportation will determine the advisability of their use as bus routes. The Director reserves the right to request that students collect at prearranged points to reduce the number of stops and save time. Bus stops in all cases will be arranged consistent with good safety practices and efficient operational procedures.

If bus services are needed for your child, you must complete the electronic Transportation Request Form, which can be found on the LMASD Website, under Transportation.  
<https://www.lakemills.k12.wi.us/district/transportation.cfm>

See below for information on eligibility, contracted bus services and information on how to fill out an electronic Transportation Request Form.

## Ineligible Students may request Contracted Bus Service

If your child does not meet the above criteria for eligible bus service, you may request a Contracted Bus Service by filling out an electronic Transportation Request Form. Contracted Bus requests will not be granted if additional routes would be required or if space is not available in the current bus route.

Contracted Bus Service is \$375.00 per year, per family. Cost will be billed by the semester (\$187.50/semester) and **must be paid before services will begin.**

Payment may be made online or by check. Upon receipt of payment, the Transportation Director will then assign a bus to your child for that semester. First semester payment must be received two weeks prior to the first day of school, the second semester payment must be received by December 29<sup>th</sup>. A Transportation Request Form will need to be filled out every year for requested Contracted Bus Services.

# Transportation Request Form

## New bus service (eligible)

If your child will require bus service and your child is entering Four Year Old Kindergarten or is new to the Lake Mills Area School District, a Transportation Request Form must be filled out at registration. The Transportation Director will verify your child's eligibility and if eligible will assign a bus for your child. Typically, your child's bus route stays the same for the following year.

## Change in busing due to a move

If your child moves somewhere else within the Lake Mills Area School District, and requires bus service, please contact the Transportation Director, and complete the Transportation Request Form.

## Change in pick-up & drop-off

It is the intent of the Board that the Administration and its transportation provider(s) make all reasonable attempts to provide transportation for eligible students to or from school and to locations other than their homes when the purpose of these alternate locations is before- or after-school childcare. Other than the student's home, one alternative location may be requested.

- It is understood that all such arrangements are subject to restrictions based on budgetary limitations, route structure, and bus capacity.
- The following are the accompanying procedures and limitations under this policy:
  - A childcare provider must be located on or near an established bus route; the childcare provider will be looked at similar to a student residence for eligibility purposes except that routes will not be altered to accommodate requests for services under this policy.
  - Requests are submitted to the Director of Transportation using the Transportation Request Form and will be handled on a first-come, first-serve basis. There must be sufficient space on the bus and service may be suspended if additional children move into the established route area. In the event of the displacement, the last student(s) accepted for transportation services under this policy would be the first displaced.
  - Changes will be accepted during the year. Each change will require submission of a new Transportation Request Form.
  - A Transportation Request Form for transportation to and from childcare providers must be submitted, approved, and renewed each school year.
  - Students who are not eligible for transportation may be transported to a daycare provider at parent's/guardian's expense. All other conditions of the section must be followed.

## Contract for bus service (ineligible)

If your child is ineligible and you would like to request a Contracted Bus Service, a Transportation Request Form must be filled out. Once the payment is received a bus will be assigned to your child. ***Please note: A Transportation Request Form will have to be filled out each year for requested Contracted Bus Services.***

**Parents/Guardians are strongly urged to be consistent on the mode of transportation that their child will take to and from school each day. Only students who are eligible to ride may be transported and must ride their assigned bus. Do not ask to ride home on another bus unless it is an emergency. In this case, the bus driver will require a note from the parent/guardian that is written and signed by the parent/guardian, dated with the current date and approved by the Principal.**

## General Safety Rules

- Obey the instructions of the bus driver. At no time will a student act toward, or address comments to a bus driver in a disrespectful manner, or refuse to cooperate with the driver.
- Board and leave the bus at designated stops only.
- Only the students who are eligible to ride may be transported and must ride their assigned bus.
- Do not ask to ride home on another bus with a friend. This will only be allowed in an emergency situation and must be pre-approved by a Principal.
- It is the responsibility of the parent/guardian to provide transportation to school if a child misses the bus.
- Students will abide by the individual school's rules and regulations concerning bus students, including conduct.

## Bus Schedules

Buses will run as close as possible to the published schedule. However, the first several weeks of school are a period of adjustment. Routes may run early, or may occasionally run late until revisions are made. Please keep this in mind when arranging personal schedules. The District reserves the right to alter a bus route if there is a change in ridership. Families will be notified of any significant change.

Parents/guardians should discuss with their children a plan of action if the morning bus is missed. Students should know if their parents/guardians expect them to return home, go to a neighbor, walk to school, etc. (When mechanical or other problems cause a bus to run late, the schools will be notified, and the bus will make every stop, regardless of how late it is.)

## Bus Rider Responsibilities – Prior to loading/going to the bus stop.

**Dress for the weather and time of day.** If it is rainy or dark, and visibility is poor, wear a raincoat or bright-colored clothing with reflective material, etc. Start extra early, walk carefully and stay alert.

Parents are responsible for the supervision of a student's behavior at a bus stop, prior to the arrival of the bus in the morning and the time forward from when the student has left the bus at the end of a school day. Destruction of property and or vandalism at a bus stop by a student is a civil matter and will be handled by the police.

## **Procedures for Waiting for the Bus**

Each pupil who rides a bus will be expected to behave in a manner which will make the ride safe and pleasant for passengers and driver and keep the bus on schedule.

- Be at your bus stop five minutes before schedule pick up time. Driver will not wait or honk.
- Driver will not pick up a student unless they are at their designated stop.
- Stand on the sidewalk or back from the roadway while waiting for the bus.
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If a student misses the bus, the bus will not return.
- Student's will abide by the individual school's rules and regulations concerning bus students, including conduct.

## **Loading the Bus**

- Do not push or shove.
- Use the handrail and steps.
- Go to your seat. The bus will not move until all students are seated.
- Once the bus door is shut and preparing to depart, a student may not be admitted to ride.

## **Riding on the Bus**

- Remain seated while the bus is moving.
- Do not change seats.
- A student shall not refuse to sit in an assigned seat or deny another place to sit.
- Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens at their designated stop.
- Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
- Scuffling, fighting, and the use of obscene, vulgar, or profane language and gestures are forbidden.
- Do not throw objects inside or out of the bus.
- Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
- The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
- Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
- Student shall face forward for the duration of the trip, and shall keep their feet on the floor in front of them and out of the bus aisle.
- Video and audio recordings are made of student activity on the bus for disciplinary and training purposes.

## **Getting off the Bus**

- Stay seated until the bus is completely stopped.
- Be sure to take all your belongings, the bus driver and school will not be responsible for any items left behind.
- Use the handrail to take one step at a time when leaving the bus.
- Wait for your turn to leave the bus; pushing and crowding will only slow the process and may cause an accident.
- Students will be released from the bus only at their designated bus stop or attending school.
- If an emergency arises, you must have written permission to get off the bus at a stop other than your own. Present a written request to your Principal.
- Do not chase or hang on the bus at any time.
- If any article drops or rolls near or under the bus, do not go after it. Go to the door of the bus and ask the driver for help.

## **Crossing the Street or a Highway**

- All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
- Check in both directions and walk directly across the road.
- Never cross the road behind the bus.
- CAUTION! Be alert for the vehicles that do not stop when the bus is loading or unloading students.
- Cross all streets at intersections. Obey all traffic signals and signs on your way home.

## **Prohibited Items (In other words, items not allowed on the bus.)**

- Tobacco products including e-cigarettes.
- Live animals or insects.
- Glass containers.
- Alcoholic beverages.
- Weapons, explosives (such as fireworks), knives, water guns, or unsheathed pointed articles or any other object that could be considered dangerous or conflict with the safety of the students and the driver.
- Students will keep aisles clear. Any article (projects, band instruments, etc.) too large to be held in the student's lap or which they impose on other riders will not be allowed on the bus. Parents/guardians should make prior arrangements to pick up or drop off such items.
- Matches or cigarette lighters.
- Food, Drinks, and Gum (no eating, drinking, or chewing gum on the bus is permitted.)
- Electronic devices need to be used with headphones.
- Any type of object carried onto the bus that the driver determines to be dangerous or may cause student disruption may be refused.

## **Accidents or Emergencies**

- Follow the driver's instructions.
- If you must leave the bus, stay in a group.

The following procedures will be used for evacuation in an emergency situation:

- A. The student nearest the door will open the door and hold it open.
- B. Leave the bus in a single file as quickly and quietly as possible.
- C. Evacuation will start with the seat closest to the door.
- D. Once outside the bus, follow the driver's instructions completely.

Note: Buses will perform yearly practice drills to help prepare students.

## **Co-curricular Trips**

- Bus rider rules apply to all school-sponsored events.
- Discipline will be the responsibility of the building Principal and the trip sponsor.
- The bus must return clean when returning from the trip.

## **Discipline**

The school bus is an extension of the classroom. All the rules that apply in the classroom carry over on the bus. The Principal or Director of Transportation will administer discipline procedures, with assistance from the bus driver. All school board policies that apply to a student conduct and other student related activities, apply on the school bus.

The bus drivers oversee students when they are on the bus. The school may take disciplinary action for a student's misbehavior while he/she is in transit by school bus to and from school, or any school sponsored activity. A student who fails to comply with the bus regulations may lose the privilege of riding on a school bus. For safety's sake, the drivers must have complete order.

If the behavior continues and the bus driver has warned the student and/or assigned a seat, a bus report is written and forwarded to the Principal and Director of Transportation. Discipline will be progressively administered with an increasing degree of intervention, which is designed to promote student self-discipline. School officials shall notify local law enforcement authorities if they suspect that criminal acts have occurred on school buses.

The following disciplinary options are available to School Administrators:

- Change of seat assignment
- Detention
- Restitution for damage, if applicable
- Confiscation of prohibited nuisance items
- Co-Curricular/Athletic Code Violation Consequences



- Suspension of bus privilege
- Suspension
- Referral to law enforcement agency
- Expulsion

## **STEPS OF CONSEQUENCES FOR SAFETY INFRACTIONS**

- **1<sup>st</sup> Offense-** Bus Driver warning.
- **2<sup>nd</sup> Offense-** Bus Report #1 and meeting with Principal.
- **3<sup>rd</sup> Offense-** Bus Report #2, parents/guardians will be contacted and discipline will be given by the Principal.
- **4<sup>th</sup> Offense-** Bus Report #3 and the student will not be allowed to ride the bus for 3 days.
- **5<sup>th</sup> Offense-** Bus Report #4 and the student will not be allowed to ride the bus for 5 days. Parents/guardians must meet with the Principal, Director of Transportation & driver before the student will be allowed back on the bus.

***A SERIOUS INFRACTION WILL RESULT IN AN IMMEDIATE SUSPENSION.***

## **Video Observation System (VOS)**

The Lake Mills Area School District believes that video and audio from the camera use on the buses helps to deter and identify behavior that needs to be addressed for purposes of providing an orderly and safe bus. Therefore, the use of video and audio cameras on district routes shall be governed by the following procedures:

- The video cameras and tapes are the exclusive property of the Lake Mills Area School District.
- The Lake Mills Area School District will determine which bus routes will be taped and the times of taping.
- Placement and removal of cameras and tapes on buses will only occur under the direction of the Lake Mills Area School District designee.
- Under no circumstances should bus drivers have access to the tapes unless the Lake Mills School District Transportation Director grants them such access.
- Student confidentiality is extremely important and only the District Transportation Director and those whom the Administrators deem necessary may have access to the tapes for viewing.

**Students should be aware that their actions and communications could be recorded at any time by the utilization of the VOS and upon review of a student's action on the VOS tape, a discipline notice may be issued. Parents/guardians should be aware that the recorded video will not be made public and will only be viewed by authorized district personnel.**

**Policy Number 8600**

## **Responsibility of Parents/Guardians**

Parent/guardian cooperation is essential to the well-being of a student on the bus as well as in the classroom. Parent/guardian obligations are as follows:

- To provide the necessary protection for students traveling to and from the bus stop during time of inclement weather.
- To assume joint responsibility with school authorities for the proper conduct of students.
- To provide transportation of a student who is suspended from riding the bus.
- To instruct their children on what to do if the bus is missed. Parents/guardians are responsible for transporting their child to school if the child misses the bus.
- To provide other means of transportation for dropping off or picking up a child's oversized instrument, school project or any other items that are prohibited from taking on the bus.
- To explain the bus rules and regulations to their children so that both parents/guardians and students understand.